

## **GENERAL QUESTIONS FOR ALL PROGRAMS:**

**Q: If I applied online, how should I handle supporting documents? Do I send the documents before or after I submit the online application?**

A: The online application is a convenient way to submit an application allowing our staff to begin processing your application quickly. Supporting documents should be mailed simultaneous to online submission of application. An applicant must have a pending, open file containing application in order for this office to retain supporting documents. Documents received on behalf of individuals who have no pending application will not be retained. **FOR EXAM APPLICANTS ONLY** Documents supporting an online Examination Application must be postmarked by the applicable examination deadline. For exam fees and deadlines go to: <http://www.azcourts.gov/cld/AttorneyAdmissions.aspx> under Exam Fees and Deadlines.

**Q: I cannot afford to pay the fees associated with the application? Is it possible to have part of or all of the fees waived due to hardship?**

A: Fees are set by Supreme Court Administrative Order and are not discretionary in application. There are no hardship allowances.

**Q: Where can I get a fingerprint card for the application?**

A: The required fingerprint card is a standard FBI card, printed on heavy card stock, and is available from many law enforcement agencies. A card can be supplied to an applicant upon request at no cost. [Click here](#) to request a fingerprint card be mailed to you.

**Q: What is Arizona's minimum acceptable score for the Multistate Professional Responsibility Examination (MPRE)?**

A: The minimum passing score is 85.

**Q: What is the timeframe for the admission process?**

A: It is impossible to predict a timeframe for completion because much depends on the full compliance of the applicant to supply required/requested documentation and the speed with which references respond. With your application, you will submit documents that are required to prove your eligibility for the program, such as proof of graduation from ABA law school, proof of good standing, etc. As our investigation proceeds, it is possible that investigators may request additional clarification regarding incidents highlighted by our investigation. Responding quickly to all inquiries will speed the process. There are two things you can do to speed the process:

- 1) Fully comply with all requests for information and documentation; if in doubt about a question/incident, please disclose and explain fully within the application or attachments;
- 2) Contact the people provided as references to alert them we will contact them initially by mail; ask them to return the reference information as soon as possible.

**Q: What If I do not meet requirements for admission set out by Supreme Court rules? For example, I did not attend an ABA-accredited law school and wish to sit for the exam? I am not licensed in a reciprocal jurisdiction but wish to pursue admission on motion?**

Please review the requirements found in the Supreme Court Rules. They may be found on our website at <http://www.azcourts.gov/cld/AttorneyAdmissions.aspx> under rules for Admission.

If you wish to pursue admission but do not meet the requirements, you must apply through the normal process (including attachments and fees) but your application will be rejected for failure to meet the Rules. You will be mailed a letter by the Supreme Court Committee on Character and Fitness explaining the denial and decision; the postmark on that letter triggers, pursuant to Rule 36(g), a window of 20 days in which you may choose to petition the Supreme Court to recognize your specific facts as an exception to the applicable Supreme Court Rule. If you choose to petition the Court, your filings must be made directly with the Clerk of the Supreme Court and cannot be made through this office. You are required to serve our office a copy of your petition on the date of filing with the Clerk, should you choose to petition. The Committee on Character and Fitness has 30 days to respond to your petition and then the Clerk of the Court will set the matter on an agenda for the Court to consider.

Please review the Rules carefully before beginning this process. Rules 34-38 provide criteria for various programs and Rule 36(g) provides the framework for appealing a Committee decision, should you wish to. In order to petition the Supreme Court you must be aggrieved of a decision by a Committee.

**Q: What happens when I am recommended for admission?**

A: You will be mailed admission forms which should be completed in a timeline consistent with Rule 37(a). You may choose admission either by mail or in person, and your admission will be processed through Attorney Admissions, passed to the Clerk of the Supreme Court and then to the State Bar of Arizona. The Clerk of the Court will print and mail your certificate and (if you choose admission in person) call to schedule a convenient time for your admission. The State Bar of Arizona generates your bar number and bar card, which will be mailed to you within three weeks.

Please allow up to three weeks for the process, as three entities have to perform specific tasks to complete your admission.

**Q: How can I get a copy of my previously-submitted examination application or character report?**

A: Pursuant to Supreme Court Rule 37(c), records are confidential and may be released only to the applicant. Application records are retained for a period of up to seven years. If you need a copy of previously-submitted materials, please email [attorneyadmissions@courts.az.gov](mailto:attorneyadmissions@courts.az.gov) with this information: name as it was at the time of your application, current name (if different), date of birth, social security number, date (month/year) of the most recent exam applied for. If the record is available, a fee of \$30 must be paid by check or money order payable to Arizona Supreme Court. Do not send payment until our office confirms with you that the record is available. If you need the information for another jurisdiction and the records are no longer available, we can send a letter to the jurisdiction at no cost.

**QUESTIONS FOR EXAMINATION APPLICANTS:**

**Q: How do I find out if my paper application has been received?**

A: **DO NOT CALL AND ASK.** In the weeks surrounding the deadlines, we receive several hundred applications per day. It is impossible to determine if your application is in the stacks of

applications waiting to be processed. We recommend use of FedEx, UPS or US Postal Service delivery notification, as they provide the only proof of delivery.

**Q: What if my application is not complete when submitted?**

A: After your application has been received and is being processed, you will be notified if there is any supporting documentation missing or if your answers to any questions are incomplete. The additional information should be furnished to the Committee immediately as the Committee will take no action on incomplete applications.

**DO NOT ASSUME that the Committee will process your application before the final deadline, or that all omissions will be discovered immediately. It is possible that omissions will not be discovered until after the last filing deadline has passed, in which case your application will be rejected as not timely filed. It is YOUR obligation to ensure that your application is complete when filed, and filed timely.**

**Q: Am I certified to sit for the exam?**

A: You will be notified of your status once your application is processed. In the weeks surrounding deadlines, we receive hundreds of applications per day and we process those in the order received. We will not pull an application out of order for processing or to comment on certification. You will receive a certification status within one month prior to the examination.

**Q: How do I request accommodations to change method or time of testing?**

A: Accommodation forms are available online. In addition to the required forms, it is your responsibility to submit additional information you wish the Committee to consider, such as academic or medical history. The Committee is not obligated to seek additional or supporting information from you to document your claim. The Committee on Examinations will provide reasonable non-standard testing as necessary, and will issue decisions approximately four weeks prior to examination. **Accommodation documentation does not carry forward; it is your responsibility to request accommodations for each successive attempt, should you feel they are necessary.**

**Q: If I test for the 4<sup>th</sup> or more time, how do I request permission?**

Rule 35(c)3 requires everyone taking and failing the exam three times (withdrawing mid-exam counts as a failure) to request permission from the Committee on Examinations before testing again. This permission is required each successive attempt after the third attempt. There is no form for requesting permission to write. Please see Rule 35(c)3 for the information required, and include this information in a letter addressed to the Committee on Examinations.

**Q: I want to take the examination by laptop, how do I register and pay the fee for laptop registration?**

A: Laptop registration is open for a two week period and begins one month before the examination. ALL exam applicants are given notice as to what date this registration period begins and closes. It is your responsibility to register, pay for and download the required software from the Extegrity website during registration. The Extegrity software used during examination is Exam4, at a cost of **\$125**. This amount will be paid directly to the vendor during laptop registration. **DO NOT** send this amount to the Supreme Court. Software must be properly

downloaded, registered and installed prior to the examination date. Technical questions should be directed to Extegrity at [www.exam4.com](http://www.exam4.com).

**Q: May I use an MBE score achieved in another jurisdiction?**

A: Every applicant must take the entire examination (MBE and essay) in Arizona. The only exception is allowed for concurrent testing in multiple jurisdictions, and applicants must receive notify our office in writing prior to testing concurrently in another jurisdiction.

**Q: What subject matter is tested on the Arizona Bar Exam?**

A: See Supreme Court Rule 35.

**Q: What may I bring to the test site?**

A: Once certified to sit, you will receive a list of items allowed and items prohibited. If you attempt to bring prohibited items into the test site, you will be delayed or excluded from testing. See the Code of Conduct for examination.

**Q: When will grades be released?**

A: Scores from the February exam are released in May. Scores from the July exam are released in October. Scores will not be released over the phone, by email or by fax. The names of successful applicants will be posted to the Attorney Admissions and Supreme Court website on the date of public release, the same day results letters are mailed.

**Q: What is a passing score?**

A: Out of a possible 600 points, a total of 410 points are required to pass.

**Q: What if I fail the exam? How can I get into the next exam since the deadline has passed?**

A: Every applicant who fails receives a “short form” for the next successive examination and has approximately 2 weeks to apply for the next exam, even though general applications have closed.

**Q: Are study guides available?**

A: Some questions from selected prior examinations are available, with sample answers, for a fee of \$30 per set. Please mail your request to the Committee on Examinations and include a check. These guides are copyright protected and can only be released to current applicants and unsuccessful applicants, and may not be used for any commercial purpose.

**Q: I am currently signed up for the February/July examination. Is there a way to transfer or roll over my fees to the next bar examination?**

A: We close out each exam and cannot “roll over” enrollment or payment. If you wish to withdraw and receive a partial refund please submit a signed letter, not an email, to our offices indicating your intent to withdraw. Your request must contain your original signature and be postmarked or received by the day immediately preceeding the first day of the examination.